

Lesson 1 - Getting Started

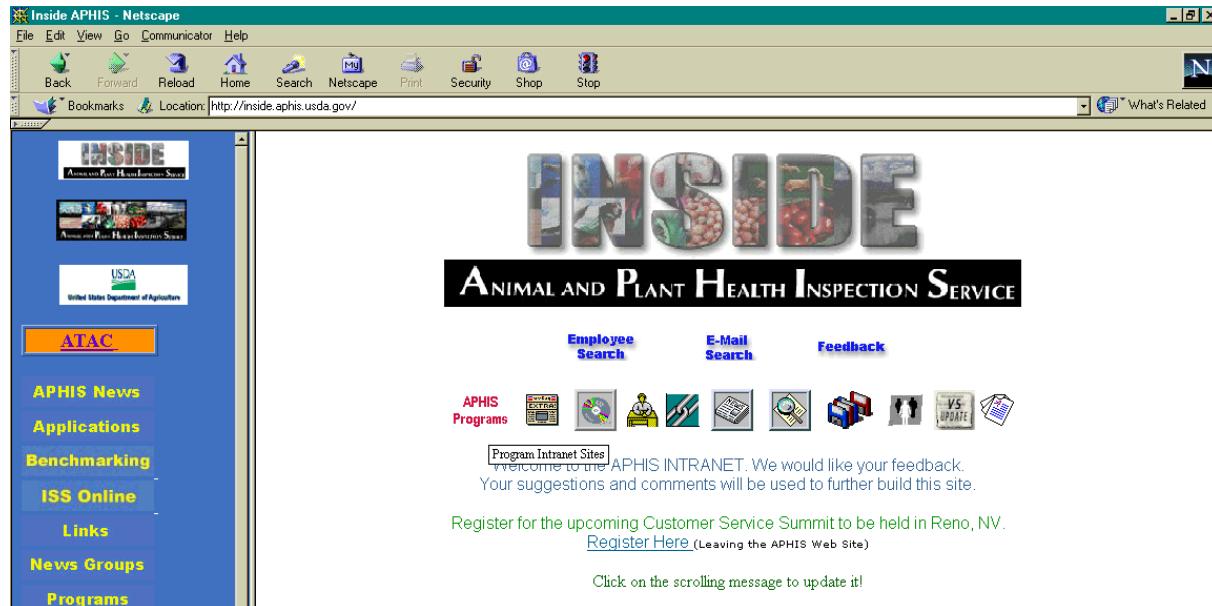
In this lesson you'll accomplish the following:

- ❖ Use an Internet browser to go to the APHIS Intranet site.
- ❖ Obtain a user id and password.
- ❖ Use the user id and password to access the EMRS.
- ❖ Become familiar with the EMRS interface.

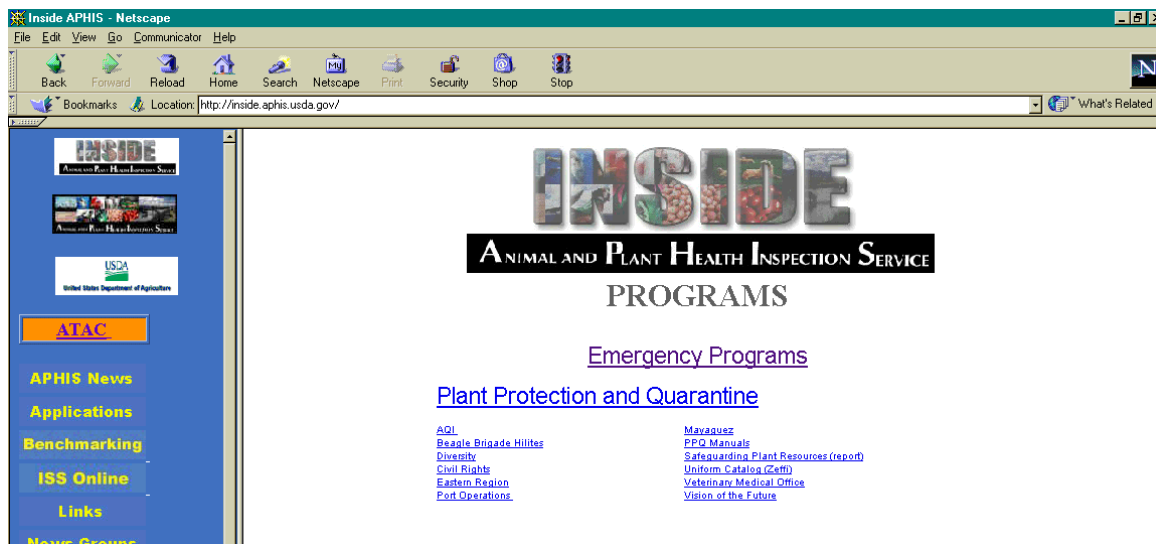
<p>NOTE: In order to begin using EMRS, you need a computer with an internet connection and a standard browser such as Internet Explorer or Netscape Navigator 4.0 or greater.</p>

Step 1

To access the Emergency Management Response System, use your Internet browser and go to the APHIS Intranet site. The URL is <http://inside.aphis.usda.gov>. Click on **APHIS Programs** as shown below.



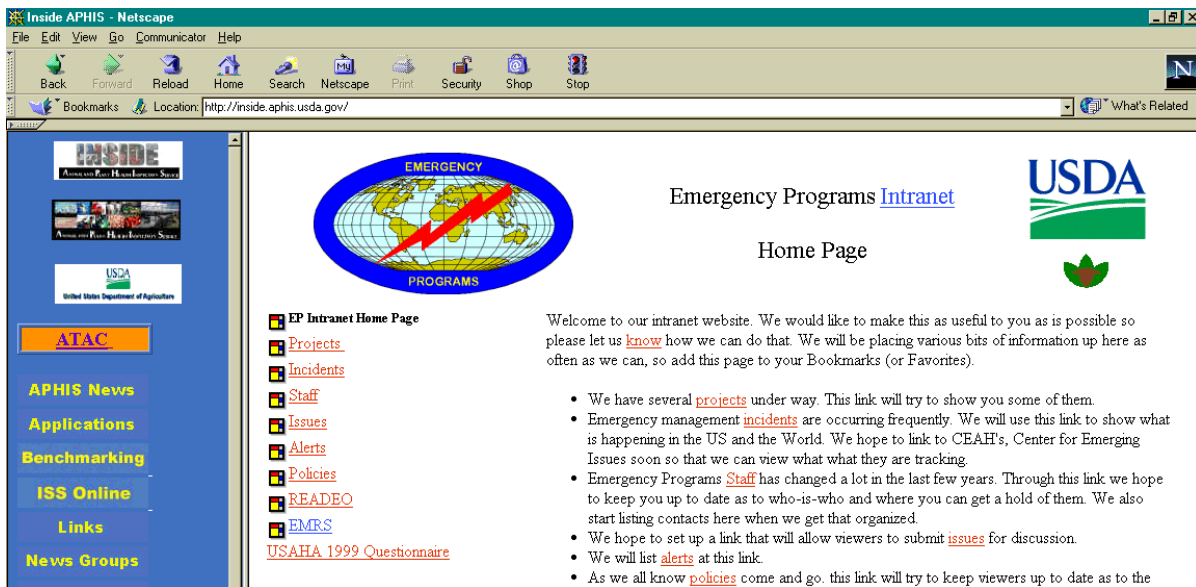
Step 2



Click on **Emergency Programs** as shown below.

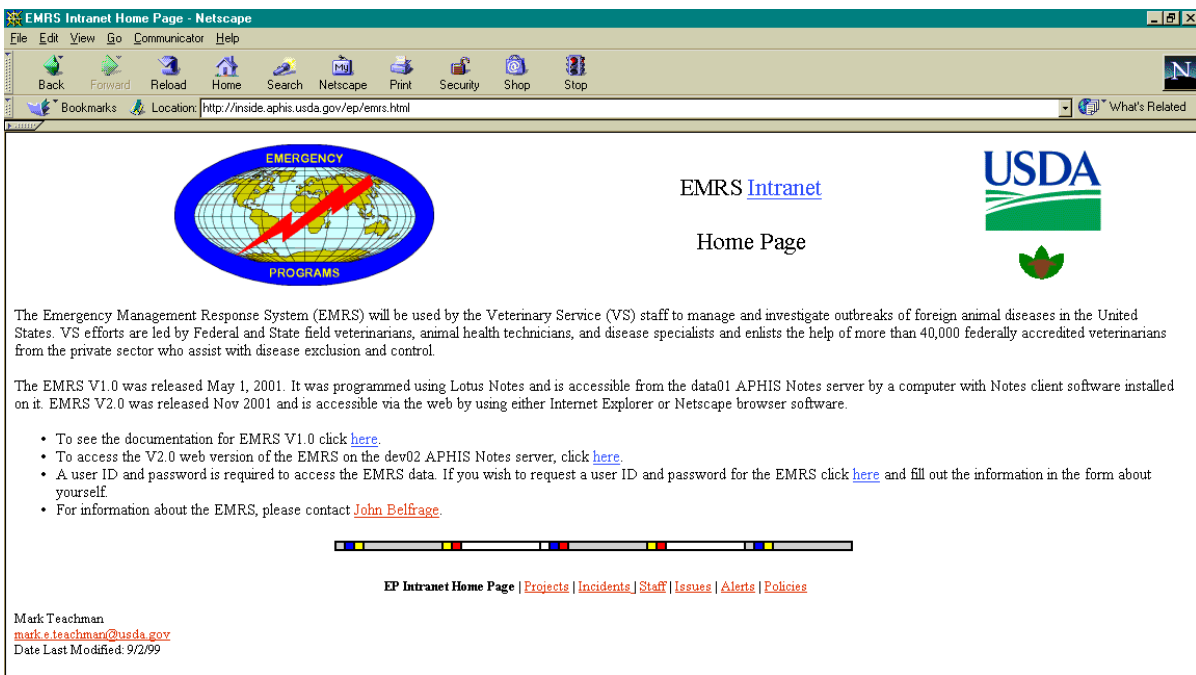
Step 3

Click on EMRS as shown below.



Step 4

A user ID and password is required to access the EMRS data. First-time users need to request a user ID and password as shown in the third bullet below. If you already have a user id and



password, go to Step 9.

Step 5

If you are using Netscape, before accessing the Registration form, you will see information relating to new certificates. Press the **Next** button each time a new screen of information appears (four times) then click **Finish** when prompted.

Step 6

Select **new registration** under the User Requests options. Complete the registration form as shown below and press **SAVE**. Enter as much information possible. Phone numbers are especially important to enter. Once registered, your user name and password will be approved and you will be notified via e-mail that you can enter the EMRS data base.

REGISTRATION SYSTEM

USER REQUESTS
[- new registration](#)
[- reset password](#)

LOGIN
 Authenticated as: Anonymous

SAVE

Registration Form
 Registration Submitted: 11/27/2001 03:39:38 PM
 Status: Pending

Last Name *
First Name *
 Middle Initial
 Suffix

Employee ID Number

Title *
Organization *

Email Address *
 Work Phone
 Cell Phone

Applications Access *
Password *
 Verify Password *
 Comments

Step 7

After saving the registration form, the following information will appear. Click on the date to view a summary of the information entered.

REGISTRATION SYSTEM

USER REQUESTS
[- new registration](#)
[- reset password](#)
[- change password](#)

LOGIN
 Authenticated as: Brian N Trout

EDIT

Registration Form
 Registration Submitted: 11/13/2001 10:55:35 AM
 Status: Pending

Last Name * Trout
First Name * Brian
 Middle Initial
 Suffix

Employee ID Number
Title * Tech Specialist
Organization * Federal

Email Address * brian.n.trout@aphis.usda.gov
 Work Phone 970-490-7915
 Cell Phone

Applications Access * Emergency Management Response System
 Comments

Step 8

Click on the **EDIT** button to make changes as shown below.

The screenshot shows a Netscape browser window with the address bar displaying `https://dev02.aphis.usda.gov/reg.nsf`. The page is titled "REGISTRATION SYSTEM" and includes a sidebar with "USER REQUESTS" (new registration, reset password, change password). The main content area is titled "Registrations Pending By Date" and contains a table with the following data:

Date	Name	Organization	Application(s)
11/13/2001 10:55:35 AM	Trout, Brian	Federal	Emergency Management Response System

Step 9

Once you have obtained a user id and password, access the EMRS as shown in the second bullet below.

The screenshot shows the "EMRS Intranet Home Page" in a Netscape browser window. The address bar displays `http://inside.aphis.usda.gov/ep/emrs.html`. The page features a logo with a globe and a red lightning bolt, the text "EMRS Intranet Home Page", and the USDA logo. The main content area contains the following text:

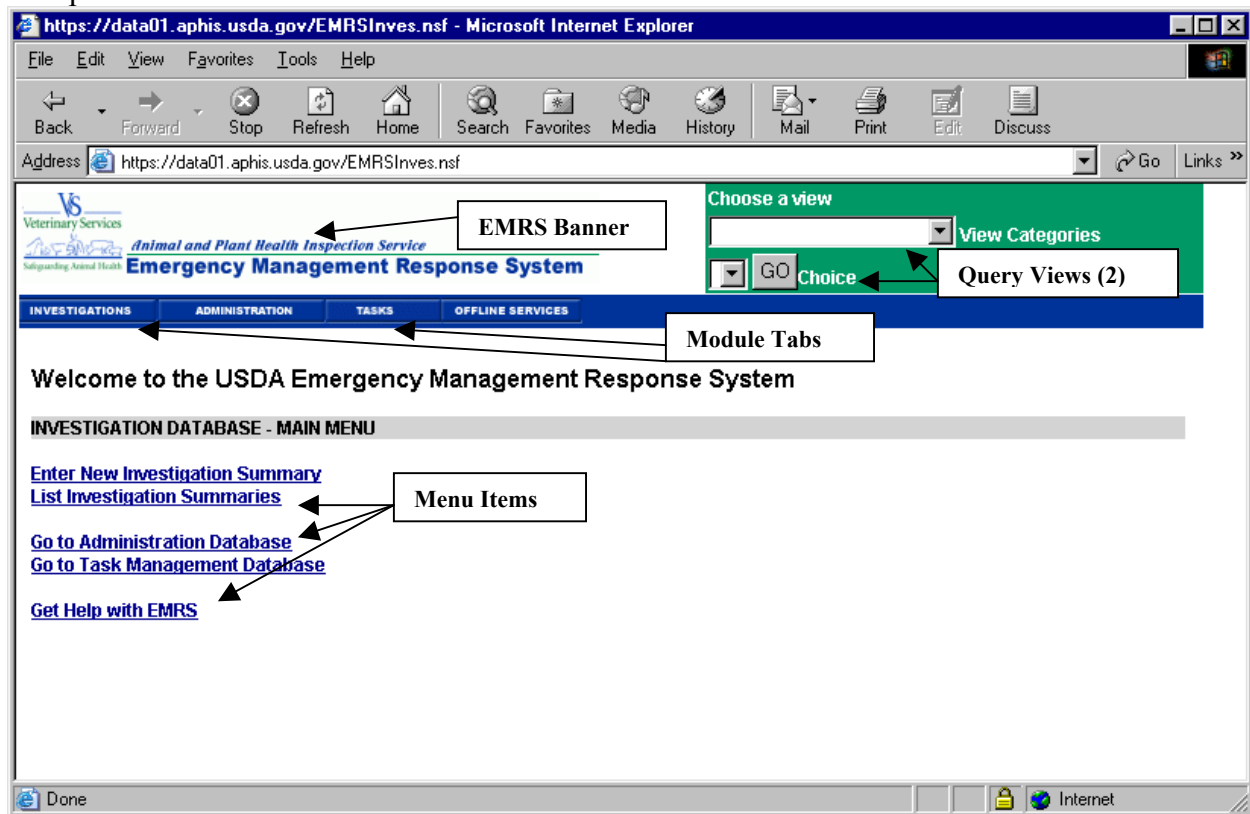
The Emergency Management Response System (EMRS) will be used by the Veterinary Service (VS) staff to manage and investigate outbreaks of foreign animal diseases in the United States. VS efforts are led by Federal and State field veterinarians, animal health technicians, and disease specialists and enlists the help of more than 40,000 federally accredited veterinarians from the private sector who assist with disease exclusion and control.

The EMRS V1.0 was released May 1, 2001. It was programmed using Lotus Notes and is accessible from the data01 APHIS Notes server by a computer with Notes client software installed on it. EMRS V2.0 was released Nov 2001 and is accessible via the web by using either Internet Explorer or Netscape browser software.

- To see the documentation for EMRS V1.0 click [here](#).
- To access the V2.0 web version of the EMRS on the dev02 APHIS Notes server, click [here](#).
- A user ID and password is required to access the EMRS data. If you wish to request a user ID and password for the EMRS click [here](#) and fill out the information in the form about yourself
- For information about the EMRS, please contact [John Belfrage](#).

Below the text is a horizontal bar with colored squares. At the bottom of the page, there is a navigation menu: [EP Intranet Home Page](#) | [Projects](#) | [Incidents](#) | [Staff](#) | [Issues](#) | [Alerts](#) | [Policies](#). The footer includes the contact information for Mark Teachman: mark.e.teachman@usda.gov and the date "Date Last Modified: 9/2/99".

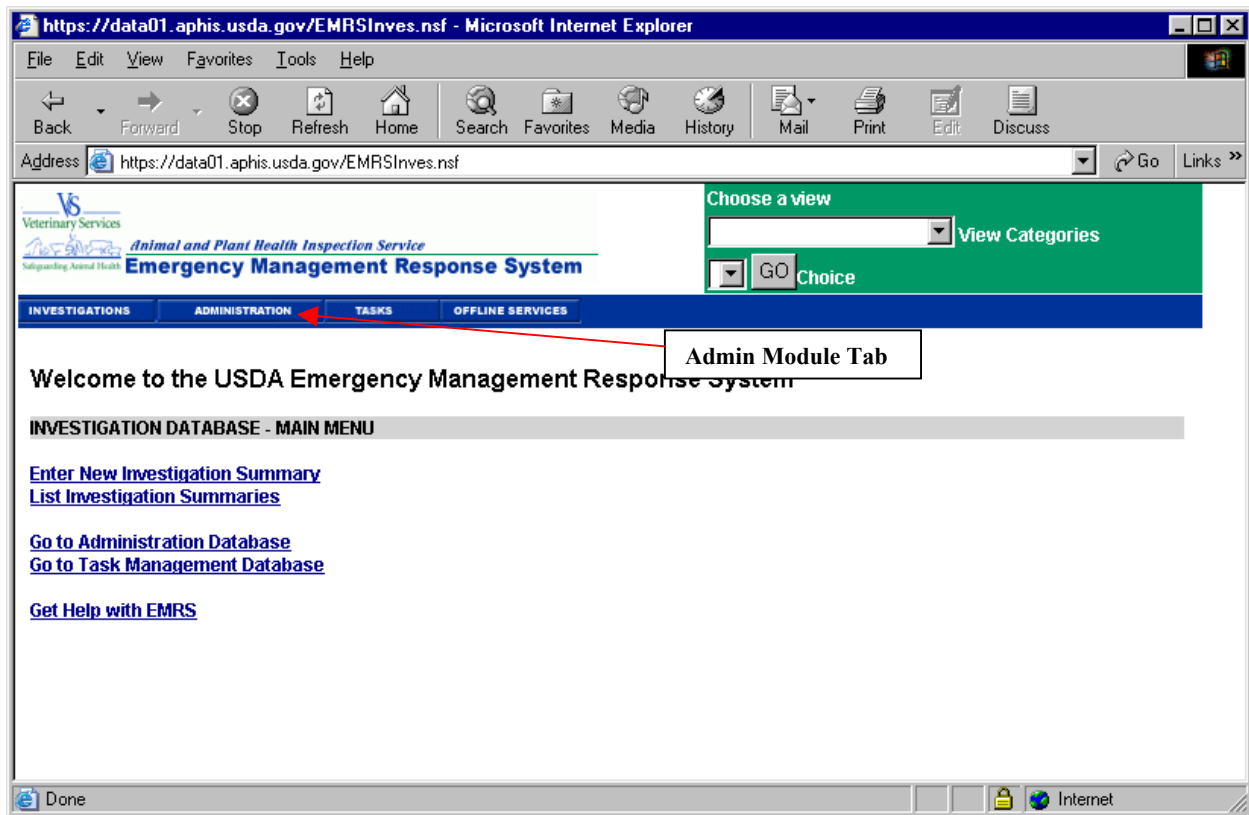
Components of the EMRS Welcome screen are shown below.



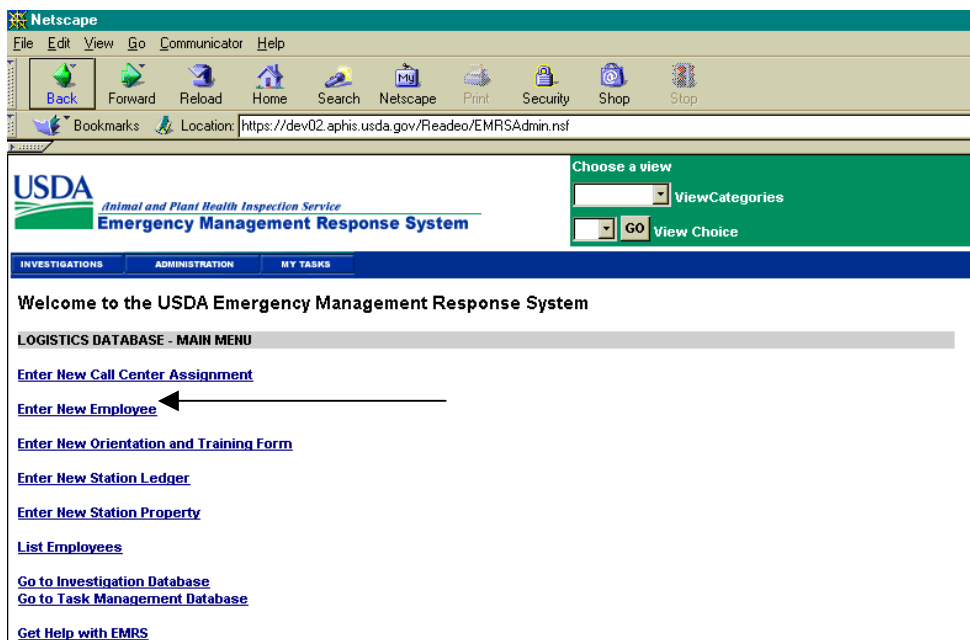
- (1) EMRS Banner - Indicates that you are working in the EMRS
- (2) Query Views - Query the EMRS data base by choosing categories and choice options desired.
- (3) Module Tabs - Access the EMRS modules by clicking on the tab
- (4) Menu Items - Each module will have a list of menu options available from the Main Menu.

Step 10

Click on the Administration tab to access the Administrative module main menu shown below.



Click on **Enter New Employee**.



Step 11

Every person participating in the EMRS outbreak or incident must complete an Employee Profile Document shown below. Enter information pertaining to where the person is currently located as they are assigned to work on the outbreak or incident. Additional information required includes an emergency contact, the section assigned for the incident and the supervisor for that section. Press the **SAVE** button when data entry is complete.

https://data01.aphis.usda.gov/EMRSAdmin.nsf - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss

Address https://data01.aphis.usda.gov/EMRSAdmin.nsf Go Links

Veterinary Services
Animal and Plant Health Inspection Service
Safeguarding Animal Health
Emergency Management Response System

Choose a view
Employee ViewCategories
GO View Choice

INVESTIGATIONS ADMINISTRATION TASKS OFFLINE SERVICES

SAVE

EMPLOYEE PROFILE

What EMRS group can view this document: GENERAL

Assignment

Fullname*:
Last Name* :
First Name :
MI :
Social Security NR* :
Title :
Suffix:
Remarks:

Step 12

Click on the Investigative tab to access the Investigative module. Click on the **Enter New Investigative Summary** and turn to Lesson 2 for a description of how the Investigative Summary form works.